Step 1.3: Budget Preparation

**Purpose:** To prepare a budget that meets the scope/needs of the project while also adhering to agency guidelines and all other university regulations.

**Parties Involved:** Research Administrator, C&G Specialist III, Principal Investigator/Researcher, Subcontractors (if applicable), Chairs and Deans.

**Steps in the Process:**

- Gather basic budgetary information to include:
  - Title
  - Due date
  - Funding agency (mark if flowdown)
  - Link to proposal guidelines
  - Principal Investigator
  - Submit thru department
  - Period of performance
  - Subject to IRB/IACUC
  - Could lead to a patent/invention
  - Verify and select F&A rate
  - Proposal type (Research, Instruction, Other)
  - CFDA # (If the source of funds are Federal but no CFDA # is provided, insert the first two digits of the prime agency as identified on www.cfda.gov. For example, DOD is 12.000.)

- Detail budgetary needs:
  - Personnel (Faculty, Staff, Students); if co-PIs, request the percent of participation credit
  - Equipment (must be over $5,000 per unit)
  - Travel (domestic, mileage, foreign [if agency allowed])
  - Participant Support (Tuition/Stipends/Travel)
  - Other Direct Costs as included in budget tool
  - Subcontracts (See Step 1.4 Subcontract Pre-Award)

- Insert 50 to 100 words abstract for the lay audience as provided by PI.

- Generate electronic transmittal document for review and authorization by the PI, Chair, and Dean at least 5 days before submission. Transmittal approvals can be viewed at: Research.utep.edu/Transmittal

**Summary Description:** To summarize the estimated financial needs of the project.
## Proposal Phase

The University of Texas at El Paso  
Office of Research and Sponsored Project  
Handbook / Enchiridion

### Fringe/Indirect

<table>
<thead>
<tr>
<th>Premium Monthly Rate</th>
<th>Faculty</th>
<th>Staff</th>
<th>Grad</th>
<th>Undergrad</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>728.00</td>
<td>728.00</td>
<td>200.00</td>
<td>0.00</td>
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<tr>
<td>Benefits Rate (%)</td>
<td>16.82</td>
<td>17.82</td>
<td>0.67</td>
<td>0.67</td>
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</tbody>
</table>

Indirect cost rate (%)  
- 51.0 for Research proposals  
- 50.0 for Instruction proposals  
- 33.0 for Other proposals

Salary increase (%)  
- 3

Other  
- Travel rate ($/mile)  
- Only the first ($)  
  - of each subcontract will be charged indirect cost

### Abstract page

Date: 06/27/2017  
Word count has to be larger than 50 and less than or equal to 300.  
Current word count: 0